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NEVADA PUBLIC SCHOOLS,

1886.



NEVADA, MO.
NOTICER PRINTING HOUSE.
1886.

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NEVADA, MO.
NOTICER PRINTING HOUSE,
1886.

BOARD OF DIRECTORS

—OF THE—

NEVADA SCHOOL DISTRICT,

ORGANIZED APRIL, 1886.

A. CUMMINS, President.

M. JORDAN, Secretary.

J. E. HARDING, Treasurer.

R. L. TURNBULL.

B. P. MAYES.

R. J. MCGOWAN.

STANDING COMMITTEES FOR 1886-87.

BUILDINGS AND REPAIRS.

R. L. TURNBULL.

B. P. MAYES.

TEXT-BOOKS AND REGULATIONS.

J. E. HARDING.

R. J. MCGOWAN.

SUPPLIES.

M. JORDAN.

TEACHERS FOR 1886-87.

W. J. HAWKINS, Superintendent.

CENTRAL SCHOOL.

MR. H. B. BRYSON, Principal.

ASSISTANTS.

MISS ALICE J. HART.

MISS BELLE GREGORY.

MISS AGNES G. HILL.

MISS FANNIE CURRY.

MISS JOSIE FELKNER.

MISS ALICE GATEWOOD.

MRS. ANNA DOSS.

FRANKLIN SCHOOL.

MR. C. E. GILBERT, Principal.

ASSISTANTS.

MISS CLARA MILLER.

MISS JENNIE WHEELER.

MISS DAISY CARSTARPHEN.

MISS LINDA MARTIN.

MISS DORA MILSTER.

MISS ADRA DAVIS.

MISS LIDA BRIDGFORD.

JEFFERSON SCHOOL.

MISS IDA MOBLEY, Principal.

ASSISTANT.

MISS MATTIE TERPENING.

COLORED SCHOOL.

RULES AND REGULATIONS

—FOR THE—

—GOVERNMENT OF THE SCHOOLS.—

SCHOOL YEAR.

SEC. 1. The Schools of this city shall open on or before the second Monday in September of each year, and continue thirty-two weeks, with such vacations as the Board may order from time to time.

DAILY SESSIONS—BELLS—INTERMISSIONS.

SEC. 1. The forenoon session shall begin at 9 o'clock, and close at 12 m.; and the afternoon session shall begin at 1:15 o'clock, and close at 4:30, excepting the first and second primary grades, which shall be dismissed 15 minutes earlier each session. Ten minutes at the opening of each session may be devoted to singing, scripture reading, or such form of opening exercises as each individual teacher may choose in his or her room.

The first bell shall begin to ring 30 minutes before the opening of each session, and continue to ring 5 minutes; the second bells shall begin to ring 5 minutes before the beginning of the sessions, and ring 2 minutes.

An intermission of 15 minutes shall be given at 10:30 A. M., and at 2:45 P. M.

SUPERINTENDENT.

SEC. 1. ELECTIONS:—The Superintendent shall be elected by the Board at a regular or special meeting on or before the first of June, and shall hold his office for the term of one year, unless sooner removed by a majority vote of the entire Board.

SEC. 2. GENERAL DUTIES:—He shall act under the advice and direction of the Board of Education, and of committees under the Board; exercising a general supervision over all the Schools of this city; inspect as often as may be deemed necessary the School buildings, furniture and apparatus, and report to the Board any defects in the same; see that the Rules and Regulations of the Board for the government of the Schools are uniformly and faithfully executed, and devote himself to the general supervision work when not actually engaged in class-room work. He shall not devote more time to the hearing of classes than is really necessary to relieve the Principal of the High School; and he shall keep regular office hours, before or after School hours, for the transaction of official business with teachers and patrons of the Schools.

SEC. 3. He shall visit the Schools as often as practicable; examine into the classification of pupils; observe the room-work of teachers and pupils, and the deportment of pupils on the play-grounds, and in passing into and out of the buildings, and suggest means for removing defects and promoting the general progress of the Schools.

SEC. 4. **BLANKS.**—He shall see that all necessary record books and blanks are furnished to the teachers, and prescribe rules for the proper use and return of the same.

SEC. 5. **ABSENCE OF TEACHERS.**—In cases of sickness and temporary absence of teachers, he shall employ substitutes, and no one shall act as a substitute without his consent.

SEC. 6. **TEACHERS' MEETINGS.**—He shall hold teachers' meetings as often as he may deem necessary to give instruction in methods, and in all things pertaining to School work, and on one Saturday in each month he shall hold a general meeting of all the teachers in the Schools, and for such meetings shall arrange programmes of exercises as in his judgment may seem proper for the advancement and development of the teachers.

SEC. 7. **EXAMINATION OF TEACHERS.**—He shall at the request of and in conjunction with the Board examine all applicants for situations as teachers in the Schools, and keep a correct record of the result of such examinations.

SEC. 8. **EXAMINATION OF PUPILS.**—He shall from time to time cause examinations to be uniformly conducted throughout the Schools, and from these examinations note the standing and advancement of pupils, and determine the promotions necessary to be made.

SEC. 9. **DEPORTMENT OF PUPILS.**—He shall examine into all cases of misconduct, truancy and irregular attendance reported to him by the Principals or Assistants; ascertain, if possible, the causes, and so far as he may be able, devise ways and means for the correction of the same.

SEC. 10. **REPORTS.**—He shall keep a carefully prepared record of the Schools, containing all items of information necessary to a correct knowledge of the standing of the same, and at the close of each year present to the Board a written report of the condition and progress of the Schools, with recommendations of such measures for their improvement as he may deem proper.

SEC. 11. **BOARD MEETINGS.**—He shall attend all meetings of the Board, and shall have the privilege of engaging in all discussions pertaining to School work.

SEC. 12. **GENERAL INFORMATION.**—The Superintendent shall use due diligence in acquainting himself with the Public School system, collect reports and statistics from the Schools at other places, and study their conditions and progress in instruction and discipline, and thereby be able to report understandingly the relative as well as the real condition of the Schools of this city.

PRINCIPALS.

SEC. 13. GENERAL DUTIES:—Principals are required to be at their respective Schools THIRTY MINUTES before the time fixed for the opening of each session; see that during the cold seasons the fires are made at the proper time; maintain good order on the School premises, and on streets and grounds near thereto; protect, as far as possible, School property, furniture and apparatus; to co-operate with the Superintendent in the enforcement of the Rules and Regulations of the Schools, and in advising and assisting the Assistants in successfully governing their respective rooms, and report all defects in the work of their Assistants to the Superintendent; and in the discharge of their duties they shall have the respect of their Assistants.

SEC. 14. SUSPENSIONS:—They shall NOT have the power to suspend pupils, except in extreme cases of insubordination, and then only temporarily, due notice of which shall be sent immediately to the Superintendent, who shall have control over the matter.

SEC. 15. REPORTS:—They shall see that all reports required of their Assistants by the Superintendent are promptly and correctly made; they shall at the close of each month make full reports of their Schools to the Superintendent according to the requirements of the forms and blanks furnished by him, and they shall not be entitled to their monthly salary until such reports are furnished.

SEC. 16. EXAMINATIONS:—They shall see that their Assistants hold the examinations required by the Superintendent, and assist in conducting the same so far as possible without neglecting the work in their own rooms.

ASSISTANTS.

SEC. 17. PUNCTUALITY:—Assistants must be in their rooms by the close of the ringing of the first bell for each session and open the same for the reception of pupils, and at the close of the afternoon session they must, promptly, leave the rooms to the care of the janitor, individual work with pupils or hearing an unfinished recitation being the only causes for remaining.

SEC. 18. GOVERNMENT:—They shall maintain strict order and discipline in their respective rooms at all times, and neglect or inability to comply with this requirement shall be deemed a sufficient cause for dismissal; they shall protect the furniture and apparatus in their respective rooms from unnecessary abuse; they must co-operate with the Principals in securing good order in the halls and on the play-grounds, and exert their influence to secure good conduct of their pupils on the road to and from the Schools.

SEC. 19. PUNISHMENTS:—In maintaining order, teachers are authorized to use, judiciously, any and all proper means which may be necessary to secure obedience to the rules, corporal punishment being the last resort. In no case must corporal punishment be administered in the presence of the

pupils of the room, and in no case or under any pretense, whatever, must pupils be punished by striking or slapping them on the head, or by striking them on the hands with rules, straps or other instruments of torture.

SEC. 20. NOTICES AND EXCUSES:—In all cases of tardiness or absence, teachers must require excuses from the parents or guardian, which excuses must be made in person or by written note, and in cases where parents or guardians fail to make excuses as required, the teachers may send the pupil back immediately for the excuse, or delay till the next session, or till the next day, at their discretion; but no pupil shall be caused to return for an excuse when such return would be such an exposure as to endanger health.

SEC. 21. PRIZES:—Teachers shall not award medals or prizes to any pupil or pupils under their charge; nor shall they, during the time for which they are employed, receive any gift, prize or reward from their pupils.

SEC. 22. PRINCIPAL'S MEETINGS:—Teachers must be prompt in attending meetings called by their Principals for the purpose of discussing ways and means for securing the best results in the School work.

SEC. 23. SUPT'S MEETINGS:—Teachers who absent themselves from the monthly meetings, or other meetings called by the Superintendent, from any cause other than would justify their absence from a session of School, will suffer a reduction from their salary equal to the amount of wages for one day, and for unexcused tardiness they will suffer a reduction in salary which shall be to the wages of one day as the time lost is to the time of the session of the meeting.

SEC. 24. TEACHERS' ABSENCE:—Any teacher, who from personal sickness, is absent from School, will send notice of such absence to the Superintendent, but absence for any other cause can be obtained only from the Board, and for such absence no teacher can receive pay except by special act of the Board; when temporary absence is caused by personal sickness, the pay of the substitute shall be the salary of the teacher absent.

SEC. 25. RESIGNATIONS:—No teacher shall resign without giving one month's written notice to the Superintendent, in default of which all compensation for that time shall be forfeited.

SEC. 26. AGENTS:—Teachers shall not allow any agents or other persons to exhibit in the School any books or articles of apparatus or distribute circulars, cards, handbills or advertisements of any kind unless by consent of the President of the Board; nor shall they allow any contribution for any purpose whatever to be taken in school, or in the rooms when in their charge.

SEC. 27. SPECIAL:—It shall be the duty of each teacher to become acquainted with all the Rules and Regulations of the Schools, and be able thereby to speak understandingly on all points pertaining to the work of their respective grades.

PUPILS.

SEC. 28. ADMISSION:—All persons between six and twenty years of age, whose parents or guardian reside within the limits of the School District, shall be entitled to attend the Public Schools free of charge, and when there is any doubt as to the age or residence of pupil, the teacher may require a written certificate thereof from the parents or guardians, and in case of a refusal of the parents or guardians to furnish the required certificate, the applicants shall be sent home, and notice of the fact sent to the Superintendent.

SEC. 29. NON-RESIDENTS:—Non-resident pupils can only be received after all resident pupils have been properly seated, and upon such terms as the Board may establish.

SEC. 30. BOOKS:—Children applying for admission into the Public Schools are required to furnish all the necessary text-books and stationery used in their classes, in default of which they shall not be received.

SEC. 31. CLEANLINESS:—Cleanliness in person and dress is required of every pupil, and repeated neglect, or refusal to comply with this rule shall be cause for suspension from School.

SEC. 32. CONTAGIOUS DISEASES:—No pupil affected with a contagious or infectious disease, shall be allowed to attend School; nor shall children be allowed to attend Schools when known to be coming from families where such diseases prevail.

SEC. 33. DEPORTMENT:—Pupils are prohibited from bringing fire-arms or other dangerous weapons into the School rooms or on the play-grounds; nor shall they use tobacco in any form in the School rooms or on the School grounds. They are required to be punctual and regular at school; to be diligent in study; to conform to the regulations of the Schools; to be respectful and obedient to teachers; to be kind and courteous in their intercourse with one another; and to refrain from the use of profane and improper language on the play-ground and in the School rooms.

SEC. 34. LEAVING SCHOOL GROUNDS:—No pupil shall be allowed to depart from School before the usual time, unless sick, or on account of some other pressing emergency, of which the teacher shall be the judge; nor shall any pupil be allowed to be absent from School during the regular session to take music, drawing, or other lessons.

SEC. 35. ABSENT PUPILS:—Sickness of the pupil, or in the family, or some other urgent reason rendering attendance impossible, or extremely inconvenient, shall be deemed sufficient cause for absence from School. If any pupil absent himself for any other cause for one whole day, or two half-days, the teacher shall give notice of such absence to the parents or guardians, and if such absence during any one month reach two whole days, or four half-days, the pupil may be suspended from the Schools by the Superintendent, notice of which shall be sent at once to the parents or guardians, and

pupils thus suspended shall not be allowed to return to the Schools until the parents or guardians satisfy the Superintendent that absence for such causes will not occur in the future.

SEC. 36. TARDINESS:—Any pupil who is six times tardy in one month, and can give no reasonable excuse for the same, shall be suspended by the Superintendent with the same provisions as in cases of absence. No excuse for tardiness or absence shall be accepted by the teachers unless it contains a definite statement of facts on account of which the excuse is claimed. A forged excuse shall in all cases be cause for suspending pupils presenting the same.

SEC. 37. ABSENCE FROM EXAMINATION:—Any pupil who shall absent himself from any regular examination of his class, and who shall fail to render sufficient excuse for such absence, shall be suspended from School by the Superintendent, and shall not be allowed to return without the permission of the Board.

SEC. 38. FAILURE TO DO WORK ASSIGNED:—Pupils who have been absent, or from any cause have failed to prepare and recite their lessons satisfactorily, may be required to prepare and recite them after School hours.

SEC. 39. DAMAGE TO SCHOOL PROPERTY:—Any pupil who shall destroy or injure any property of the Public Schools, shall be required to pay the amount lost thereby; and on failure to do so, such pupil may be suspended from the Schools.

SEC. 40. RESTORATION OF PUPILS:—Pupils suspended from the Schools by virtue of these rules, and whose restoration is not already provided for, can be restored on such terms as the Superintendent may require.

SEC. 41. HOURS OF ARRIVAL:—No pupil shall be allowed inside the School grounds, except by permission of the Principals, before 8:30 o'clock A. M., or 12:45 P. M., or before the ringing of the first bell for each session.

JANITORS.

SEC. 42. ELIGIBILITY:—No person shall be elected or appointed janitor who is not able bodied; who cannot read and write, and who is more than forty-five years old.

SEC. 43. DUTIES:—The janitor shall enter upon his duties at the pleasure of the Board, and shall have care of the School buildings and premises, and shall perform such duties as may be prescribed by the Superintendent, Principals, or Board; they shall be at their respective buildings sufficiently early to have the rooms cleaned, ventilated and warmed for the reception of pupils at the regular hours of opening the rooms; and they shall be responsible to the Board for any damages by their carelessness or neglect. It shall be the duty of janitors to attend personally to the closing and properly securing of all windows and outside doors of the buildings under their charge, and to keep the gates, where such are used, locked when not open

for School use; they shall live within a reasonable distance of the School buildings. It shall be the duty of the janitors to report, promptly, any defects in furnaces, stoves, or stove pipes to the Committee on Repairs, who shall have authority to furnish necessary material and help for immediate repairs. Janitors shall keep the Committee on Supplies informed as to the amount of fuel on hand, and give sufficient time that the supply may not be exhausted.

Once each month, or so often as the Superintendent may deem necessary to insure cleanliness, the janitors shall attend to the washing of the floors, seats, desks, stairs, doors, wainscoting and windows; they shall attend to the cleaning of stoves, stovepipes and furnaces, and to the removal of dust from the walls and ceilings of the rooms and halls of their respective buildings; they shall also remove all snow and ice from the steps of the buildings and from the sidewalks about the steps, and the Principal of each building shall superintend the same and see that it is promptly and properly done.

JUDICIAL.

SEC. 44. All grievances arising from the enforcement of these rules must first be heard by the Superintendent, and from his judgment the privilege to appeal to the Board shall never be denied.

COURSE OF STUDY.

FIRST GRADE—FIRST YEAR.

Reading:—First term, reading and writing words of two and three letters, reading from the chart and primer. Second term, first reader taken up and completed.

Spelling:—Latter part of first term, spell words on the chart, or in the primer. Second term, spell all new words found in the first reader.

Counting:—First term, count fifty with and without objects, and express the numbers by figures; teach the addition and subtraction of small numbers by aid of the numeral frame. Second term, count to one hundred, and continue the objective and written work in addition and subtraction.

Drawing:—First term, primary cards A and B. Second term, cards C and D, with supplementary exercises.

Oral work:—First term, ideas of direction, distance, size, form, weight and color. Second term, review work of first term, and teach names of parts of the human body, names and habits of common animals, and names and uses of plants and trees.

Physical drill four times a day, of three minutes each.

SECOND GRADE—SECOND YEAR.

Reading:—First term, second reader to page 81. Second term, the second reader completed and reviewed.

Spelling:—Words in the reader, used in oral and written exercises.

Writing:—Slate and pen work, form and size of letters, and neatness in execution; copy book No. 1.

Language:—Correct uses of words, formation of sentences and composition.

Arithmetic:—Write numbers readily to 1,000; perform operations in addition, subtraction and multiplication; make the multiplications using 2's, 3's, 4's and 5's. Give examples in business transactions.

Oral Geography:—Directions, distance, maps of the town and county, and natural forms of land and water as seen by children.

Drawing:—First term, review the work of first year, and use cards E and F. Second term, use cards G and H, and supplementary exercises.

Oral Work:—Use the same topics as in the first year, and extend the work as outlined under "Suggestions."

Physical drills four times a day, of three minutes each.

THIRD GRADE—THIRD YEAR.

Reading:—First term, the third reader to page 60, and review. Second term, the reader to page 100; review choice selections, and use sight reading from other books.

Spelling:—First term, part I, in the speller, to page 40. Second term, part I completed.

Writing:—Copy book No. 2; pen and ink.

Language:—Name and action words; formation of plurals and possessives; modifying words, formation of sentences, and composition twice a week.

Arithmetic:—First term, text book to page 40, with oral and written drill on business transactions involving principles gone over. Second term, text book to page 57, and drills as above.

Geography:—First term, map of the town and county reviewed; forms of land and water; soil and climate, and products of the county, and markets for the same. Second term, map of the State, rivers, railroads, large cities, and products.

Oral Work:—Discussions on familiar animals, plants, trades and occupations, properties of objects, and morals and manners.

Physical drills four times a day; of 3 minutes each.

Drawing:—Primary drawing, book No. 1.

FOURTH GRADE—FOURTH YEAR.

Reading:—First term, third reader completed. Second term, the reader reviewed, and exercises in sight reading from other books.

Spelling:—First term, part I reviewed. Second term, to page 90, part II.

Writing:—Writing book No. 3.

Language:—Kinds of sentences according to use, parts of a sentence, and fourth and fifth years, Bright's methods; composition twice a week.

Arithmetic:—First term, text book to page 65. Second term, the book to page 75; practical exercises to be supplied by the teacher.

Geography:—First term, the map of the State reviewed, and the text book to page 20. Second term, the map of North America, and the text book to page 33.

Drawing:—Primary drawing, book No. 2, according to Guide book on third year.

Oral Work:—Work of third year reviewed, and productions vegetable, animal and mineral, and morals and manners.

Physical drills four times a day, 3 minutes each.

FIFTH GRADE—FIFTH YEAR.

Reading:—First term, the fourth reader to page 120. Second term, to page 200 and review.

Spelling:—First term, review diacritical marks part I, and part II to page 100. Second term, complete part II.

Writing:—Copy book No. 4.

Grammar:—First term, primary grammar to page 30. Second term, to page 57; the work of both terms to be supplemented by language work and composition.

Arithmetic:—First term, work of previous term reviewed, and text book to page 90. Second term, the text book to page 110.

Geography:—First term, maps of States adjacent to Missouri; then the Central States in groups. Second term, the Eastern and the Western States studied in groups; then the United States studied as a whole.

Drawing:—Fourth year's work; free hand drawing book No. 1.

Oral Work:—First term, the work of last year reviewed, and discussions on, 1, animals—(1) mammals, (2) birds, (3) fishes, (4) reptiles; 2, plants—parts of a plant; 3, physiology—skin, bones and muscles.

Physical drills four times a day, 3 minutes each.

SIXTH GRADE—SIXTH YEAR.

Reading:—First term, fourth reader completed. Second term, the reader reviewed.

Spelling:—First term, part II reviewed. Second term, part III to page 130.

Writing:—Copy book No. 4.

Grammar:—First term, the work of last year reviewed. Second term, the book to page 80, with language work and compositions.

Arithmetic:—First term, the text book to page 142. Second term, the book completed.

Geography:—First term, review the United States as a whole, and study Canada, Mexico, Central America, and South America. Second term, complete the book.

Drawing:—Free hand drawing book No. 2, and exercise book No. 1, according to Guide book on previous year.

Oral Work:—First term, lessons on physiology and laws of health. Second term, simple principles of physical science, and morals and manners.

Physical drills four times a day, 3 minutes each.

SEVENTH GRADE—SEVENTH YEAR.

Reading:—First term, fifth reader to page 100. Second term, to page 200.

Spelling:—First term, the book reviewed from the beginning of part II. Second term, part III completed.

Writing:—Copy book No. 5.

Grammar:—First term, primary grammar part II, to page 118. Second term, the primary grammar completed.

Arithmetic:—First term, practical arithmetic to common fractions. Second term, to division of decimals.

Mental Arithmetic:—Through part 1.

Geography:—First term, advanced book to map of the United States. Second term, to map of South America.

Drawing:—Free hand book No. 3, and exercise book No. 2.

Physical drills four times a day, three minutes each.

EIGHTH GRADE—EIGHTH YEAR.

Reading:—First term, the fifth reader completed. Second term, special selections from the reader, and drills in elocution.

Spelling:—First term, selected work from parts II and III. Second term, part IV.

Writing:—Copy book No. 6.

Grammar:—First term, the advanced grammar; teach the parts of a sentence and the material composing the parts, and the classification of sentences according to form and use, and the text book to page 75. Second term, teach the construction and analysis of sentences; give special attention to composition, and continue text book to page 135.

Arithmetic:—First term, to interest; second term, to discount.

Mental Arithmetic:—Part II.

Geography:—First term, South America and Europe. Second term, the text book completed.

Drawing:—Free hand book No. 4, and exercise book No. 2.

NINTH GRADE—NINTH YEAR.

Grammar:—First term, reviewed to syntax; second term, completed.

Arithmetic:—First term, percentage reviewed, and the book completed to mensuration. Second term, the book completed, and metric system, bank discount and bonds reviewed.

Mental Arithmetic:—Brooks' Normal Mental, advanced course.

U. S. History:—First term to page 160. Second term, the book completed.

Word Analysis:—First term, to page 75. Second term, the book completed.

Writing—Copy book No. 6.

Drawing:—Free hand book No. 5; exercise book No. 2.

HIGH SCHOOL.

FIRST YEAR.

First term:—Algebra to page 96; civil government to page 109; physical geography to ocean tides; physiology completed. Second term:—Algebra to page 167; civil government, completed; physical geography, completed; advanced arithmetic, completed.

SECOND YEAR.

First term:—Algebra to page 250; general history to modern history; natural philosophy to optics; rhetoric. Second term:—Algebra, completed; general history, completed; natural philosophy, completed; book-keeping, completed.

THIRD YEAR.

First term:—Geometry to book V; zoology, completed; chemistry, completed; English and American literature. Second term:—Geometry, completed; political economy; British and American classics; astronomy.

SUGGESTIONS ON METHODS.

READING.

The three methods used in teaching primary reading are the ALPHABETIC, the PHONIC, and the WORD methods. The first presents letters as parts of words; the second, the sounds as forming the word, and the third presents the word as a whole. The skillful teacher can succeed with either,

but the last is the most natural. Children look at objects as wholes, and if words represent objects, they must be taken as units. When a few words can be recognized at sight, or readily reproduced on slate or paper, the children become interested in the parts of the words, and then the alphabetic and phonic methods must be used. Interest the children, and they will learn the words. Teach the script form of letters first, or at the same time the printed forms are presented. Making letters is more interesting than merely looking at them, and in making script letters, pupils acquire at once the best means of self help. In the chart and primer work, teach correct articulation. The words must be spoken in a correct conversational manner. Teach pupils to see all that is in the pictures; let them tell what they see; lead them to tell it as it is stated in the lesson; see that they have the thought, and the correct expression is easily acquired. In all grades the pupils must understand what they attempt to read. By questions, statements by the pupils, and discussions, thoroughly test the pupils' knowledge of the selection before allowing them to read. Require correct positions, and do not allow the pupils' minds directed from the thought by promiscuous criticisms. Teach pupils to see and correct their own faults in reading. The higher grades must give special attention to voice culture.

SPELLING.

Use oral spelling as soon as the pupils learn to know the parts of the words. Teach written spelling soon as they can make the script forms of words. Teach oral and written spelling in all grades. Teach the definition and uses of all new words. Give three lessons each week in diacritical spelling and articulation. Each grade must do the work assigned in Reed's word lessons, and use all the methods suggested in the part assigned.

ARITHMETIC.

Teach the pupils in the primary grades to count objects. Use the numeral frame, and make combinations, counting by twos, threes, etc. Teach addition and subtraction by using the frame, or objects collected by the pupils. In primary and intermediate grades, the pupils must learn to do by doing; teach them to get their arithmetic from every day life; to make problems from actual business transactions at the stores and shops. Teach rapidity, accuracy and neatness. Results and forms of expression are of nearly equal importance. Do not rely on the text book. Teach originality and self-reliance. Principles must be thoroughly taught in the advanced grades; make tests by introducing original problems, or those selected from other works. Require correct definitions, and teach pupils to deduce the rules from the principles involved and the operations performed.

GEOGRAPHY.

In the primary grades, begin in the school room; teach the directions objects are from a given point, and from each other; use the same plan on the school grounds, in the town, and in the county; teach distance by measuring with foot measure and yard stick; lead to correct ideas of a rod, and

multiples of a rod. Teach pupils to represent the relative positions of objects by drawing a map of the school room showing the locations of seats, stoves, etc.; draw in the same way the school grounds, town, township, county and State. Second reader grades will give special attention to home geography and geography of the county, and outline form of the State. Third and fourth grades will complete the map of the State. Teach the products of the State, markets, etc. Draw map of States adjacent to Missouri, and form them into a group; by groups build up a map of the United States; pass to the outline of the continents; teach the correct pronunciation of names, and meaning of geographical terms. In advanced grades, teach by topics and map drawing; supplement with facts of history concerning natural and cultivated products, founding of cities, leading industries, manufactures, systems of education, religion, and form of government.

LANGUAGE AND GRAMMAR.

Begin oral language work as soon as the child enters School; require correct uses of **A** and **AN**, **THIS** and **THAT**, **IS** and **ARE**; follow the suggestions of first year in Bright's method. Teach written language as soon as pupils can write; teach them to recognize name words and action words; combine these to express a thought and lead to the idea of a sentence. Teach the uses of words and sentences in composition work. Composition must be descriptive---describe objects in the room, pictures, etc.; carefully correct faulty expressions; teach correct use of capitals, and terminal marks of punctuation. In the primary grammar, continue the language work; learn correct language by making and using correct sentences. Teach definitions, and see that they are learned correctly. Give special attention to formation of plurals and possessives; correct uses of verbs and prepositions, and a proper distinction between adjectives and adverbs. In advanced grammar, teach the structure of the language, the formation of sentences, and the correct positions and uses of phrases and clauses; teach analysis and synthesis, and continue the composition work through the course.

WRITING AND DRAWING.

Pupils in the first primary grades must be furnished slates and pencils; the slates must be ruled, and the pencils kept sharp and of proper length; teach correct height of letters, and proper spacing; pupils in the second grades must use pen, ink and copy book. Care and neatness is the key to success in all grades. (Outlined suggestions to be given by the Sup't.)

Drawing must be taught, not practiced; teach pupils to appreciate the beautiful in form; teach accuracy in location, distance and direction. Do not allow hasty and careless work. Follow the suggestions of the Teachers' Guide, White's Industrial Series.

ORAL LESSONS.

Oral lessons must be given daily in primary and intermediate grades. Begin with objects with which children are familiar. Lead them from the

known to the unknown, but do not tell pupils what they can find out. Teach pupils to observe and investigate. Select the objects and topics so that the whole course will have a systematic arrangement. Use Calkins' Manual as a guide. Follow the order of topics named in the course of study, and do not go beyond the comprehension of the pupils. A detailed outline will be furnished by the Superintendent.

MORALS AND MANNERS

Moral character does not consist in words or professions, but in actions. The moral feelings must be trained by drawing them out into action. Courtesy, kindness, justice, honesty and truthfulness must be acted before the children and by them. Use every opportunity to impress these virtues upon the pupils. Do not use set speeches; turn the incidents of the play-ground and School-room to a moral effect. Let the daily walk of the teachers be a living manual of moral instruction.

TEXT-BOOKS USED IN THE SCHOOLS.

McGUFFEY'S REVISED READERS.
REED'S SPELLER.
HARVEY'S REVISED GRAMMARS.
ECLECTIC GEOGRAPHIES.
RAY'S REVISED ARITHMETICS.
BARNES' ADVANCED ARITHMETIC.
MILNE'S ALGEBRA.
WENTWORTH'S GEOMETRY.
SWINTON'S HISTORIES.
CORNELL'S PHYSICAL GEOGRAPHY.
TOWNSEND'S CIVIL GOVERNMENT.
STEELE'S PHYSIOLOGY.
STEELE'S NATURAL PHILOSOPHY.
HILL'S RHETORIC.
BRYANT'S BOOK-KEEPING.
STEELE'S ZOOLOGY.
AVERY'S CHEMISTRY.
WAYLAND'S POLITICAL ECONOMY.
SHAW'S LITERATURE.
SWINTON'S CLASSICS.
STEELE'S ASTRONOMY.
SPENCERIAN COPY BOOKS.
WHITE'S DRAWING.



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